650.5
J826

The Journal of Business Education

INDEX TO VOLUME XXII
September 1946 to June 1947
Numerals Indicate Page Numbers

A

Abney, Velma Overne—11, January.
Accent on Meaning—17, September.
Accounting Depreciation, Teaching—27, Dec.
Accounting in Economics, Corporation—23, May.
Accounting, Opportunities for a High School Graduate in the Field of—42, December.
Advanced Business, Overlapping in Economics and—19, February.
Allgeier, Donald V.—17, March.
Allison, Paul W.—27, June.
Altieri, Virginia—13, January.
Anderson, Wendell G.—17, January.
Appley, Lawrence A.—34, May.
Arithmetic and Business Training, Duplication Between—21, January.
Arithmetic in High School, Remedial—15, Jan.

B

Barkley, Mary Starr—42, February.
Basic Business Education, Newer Concepts in—11, February.
Basic Business Subjects, Teaching the—26, September.
Beckley, Donald K.—"Looking at Distributive Education"—Each month.
Beginner, Why Blame the?—19, March.
Bonus Plans for Dictating Machine Operators, The Advantages of—33, March.
Bookkeeping and Accounting, Visual Aids in the Teaching of—15, June.
Bookkeeping in High Schools, Why Teach?—19, January.
Bookkeeping Course, How Can We Enrich Our High School?—42, March.
Bookkeeping More Effective, Make the Teaching of—25, June.
Boynton, Paul M.—8, June (editorial).
Braverman, Benjamin—15, January.
Brennan, Lawrence D.—13, October; 15, March.
Brinkman, Albert R.—21, October; 28, December.
Brodsky, Beatrice—24, March.
Business and School Cooperation—17, May.
Business Graduates of Utica Free Academy, The—21, June.
Business Law Assembly Program, A—21, April.
Business Law in the High School—19, September.
Business Must Participate in Training—11, March.
Business Teacher as Secretary to the Board, The—19, November.
Business Training, Duplication Between Arithmetic and—21, January.
Business Training, Duplication in the Social Studies and—23, December.
Business Training in General Education—11, April.

C

Cansler, Russell N.—11, June.
Challenge of The Glass Menagerie, The—13, October.
Circulars for Mailing, Teaching the Preparation of—19, April; 19, May.
Clerical Training in the High School—13, November; 13, December.
College Typewriting, Aims of—17, February.
College Typewriting—Conclusions and Recommendations—21, May.
College Typing, Measuring Results In—15, April.
College Typing, Subject Matter and Methods in—13, March.
Colson, Jessie—42, November.
Community Relationships in Business Education—13, February.
Consumer Business Education, Problems in—17, October.
Consumer Business Education, Trends in—15, September.
Consumer Education, Perspectives in—25, December.
Cooke, Ann Marie—21, January.

D

Deafness, Islands of—17, November.
Dickerson, Earl S.—11, December.
Dictating Machine Operators, The Advantages of Bonus Plans for—33, March.
Dictation—15, March.
Distributive Education, Looking at—Each month.

E

Economics and Advanced Business, Overlapping in—19, February.
Economics, Corporation Accounting in—23, May.
Equipment and Floor Plans for Business Education—23, February.
Ettinger, Clifford—"Film Guide for Business Teachers"—Each month.
Experience in the School Treasurer's Office—15, November.

F

File, Clinton M.—15, November.
Film Guide for Business Teachers—Each month.
Finkelhor, Dorothy C.—19, March.
Fisk, McKee—13, September (editorial).
Form Letter, In Praise of the—35, December.
Freeman, M. Herbert—23, April; 27, May.
Fries, Albert C.—23, February.
Front Office, A Route to the—42, February.

G

Garavaglia, Yolanda—19, April; 19, May.
Gebert, Geneviene—23, December.
General Business Education be Improved, How Can Instruction in?—42, May.
Gemmell, James—11, February.
Gibson, E. Dana—23, October.
Gilbreth, Harold B.—11, October (editorial).
Goldsmith, Samuel—21, December.
Gould, Sidney C.—21, April.
Grosch, Joseph—27, June.

H

Hartwell, Frances—42, June.
Hatfield, E. E.—16, October
Herrmann, J. M.—11, March
Hosler, Russell J.—25, May
Humphrey, Clyde W.—13, February.

I

Index of Selected Business Education Articles Published in 1946, An Author—23, April; 27, May.
Introduction to Business, Teaching—23, October.

J

J.B.T. and Office Practice, Duplication in—21, November.
Job Analysis, How Useful Is?—32, January.
Job Requirements as a Basis for Testing—21, December.
Job Standards for Stenographic Service, What Are?—25, January.
Junior Business Training, How Can We Get Better Teaching of?—50, April.

K

Keily, Helen J.—15, June
Kennedy, Raymond I.—19, January.
Krey, Isabelle A.—19, April; 19, May.

L

Left-Hand Carriage Return Lever, Advent of the—23, June.
Letter Openings and Closings Pay Dividends, Good—17, March.
Lewis, Elizabeth M.—13, April.
Liles, Parker—13, November; 13, December.
Lloyd, Alan C.—21, March
Long, Robert Charles—42, January.
Loso, Foster W.—11, May; 13, June.

M

Management the Simple Way—34, May.
McGill, E. C.—23, September
McLaughlin, Helen—27, June
Meaning, Accent on—17, September.
Mercer, Edna E.—16, October.
Mitten, Florence—19, April; 19, May.
Morsey, Royal I.—21, September.
Muns, Arthur C.—17, January.
Myer, John N.—27, December.

N

Nanassy, Louis C.—23, April; 27, May.
Nash, Margaret—15, February.
Nichols, Frederick G.—"Criticism, Comment and Challenge"—Each month.

O

Office Activities Demanded of Beginning Employees—23, January.
Office Conduct, What Businessmen Think About—16, October.
Office Machine Workers, How Many, Are There in the United States?—42, October.
Office Management in Colleges and Universities—15, May.
Office Management, The Advancing Waves of—33, October.
Office Practice, Duplication in J.B.T. and—21, November.
Office Practice, Signposts in—11, June.
Office Training, Let's Be Practical About—11, January.
Office Unionization—Prospects and Problems—33, June.
Office Workers, Futures for—41, April.
O'Steen, Ruth G.—15, May.

P

Pattington, M. G.—19, November.
Performance Standards for Secretaries—19, June.
Pitcher, Nancy A.—21, November.
Place, Irene—17, February; 13, March; 15, April; 21, May.
Polishook, William M.—8, June (editorial).
Popham, Estelle—17, February; 13, March; 15, April; 21, May.
Preparation of Circulars for Mailing, Teaching the—19, April; 19, May.
Professional Responsibility, Our—11, December.
Public Relations for Business Education—21, October.
Publish or Perish the Thought—21, March.
Purpose in Business Education, Finding—17, June.

R

Rahe, Harves C.—17, September.
Rayl, Cleo—17, November.
Raymond, Priscilla—27, June.
Reich, Edward—25, December.
Research to the Office, Application of—31, November.
Responsibility, Development of—13, April.
Responsibilities of the Private Business School—15, February.
Retailing, Work Qualifications for Teachers of—21, September.
Roberts, Julian—21, April.
Robinson, Julius—25, June.
Rowe, John L.—19, October; 11, November; 15, December.

S

Schultz, Charles—27, June.
Searle, Ora—21, June.
Secretarial Practice Program Function More Effectively, How Can the?—42, June.
Shilt, Bernard A.—19, September.
Shipping, Wrapping and, Are Important—24, March.
Short, Harriet B.—23, December.
Shorthand, Aptitude Testing in—25, May.
Shorthand for Personal Use—21, February.
Shorthand, Streamlined—17, December.
Simon, Dorothy—19, February.
Simon, Sidney I.—23, May.
Small School Trains for Business, A—17, Jan.
Social Studies and Business Training, Duplication in the—23, December.
Solarz, Estelle—42, December.
Sorting Process, Teaching the—27, June.
Speech in Teaching Typewriting, Effective—15, December.
Standards, What, Does Management Desire?—34, February.
Steele, Elizabeth S.—42, September; 42, March.
Stenographers, Beginning, Should be Better Trained—35, September.
Stenographers, What Are the Opportunities for Negro?—42, November.
Stockman, Edgar R.—23, January.
Supervisor Sees Business Training, As a—17, April.
Surmann, Margaret—21, January; 21, February.

T

Tate, Donald J.—13, May.
Teaching Positions—42, January.
Testing in Shorthand, Aptitude—25, May.
Testing, Job Requirements as a Basis for—21, December.
Tonne, Herbert A.—Editorial—Each month; 26, September; 19, December; 25, January; 19, June.
Transcription Instruction, Improvement of—13, May.
Tubbs, Eleanor—27, June.
Turille, S. J.—15, September; 17, October.
Turner, C. A.—17, April.
Typewriting, Aims of College—17, February.
Typewriting, College, Conclusions and Recommendations—21, May.
Typewriting, Effective Speech in Teaching—15, December.
Typewriting Errors, Analysis of—23, September.
Typewriting in the Junior High School—13, January.
Typewriting, Motivation Devices in—11, November.
Typewriting Speed Building, Methodology in—19, October.
Typing, Measuring Results In College—15, April.
Typing, Subject Matter and Methods in College—13, March.

V

Van Derveer, Elizabeth T.—19, April; 19, May; 23, June.
Visual Aids in Business Education—19, Dec.
Visual Aids in the Teaching of Bookkeeping and Accounting—15, June.
Vocational Conference, The Annual—28, Dec.
Vogel, John—27, June.

W

Wall, John H.—11, April.
Weale, W. Bruce—17, May.
Wilkins, Ralph W.—17, December.
Wilson, Robert E.—17, June.
Work Experience on the Job Level—11, May.
Work Experience Program, Implementing a—13, June.
Work Experience Training, How Can I Organize Secretarial?—42, September.
Wrapping and Shipping Are Important—24, March.

NOV 26 '47 FROM BINDERY

1185708